

## **SENIOR COMMUNITY PLANNER**

### **DISTINGUISHING FEATURES**

The fundamental reason the Senior Community Planner exists is to serve as a part of a management and supervision team that oversees the general planning, character area planning and neighborhood planning functions of Planning Systems. Incumbents of this classification are at the director level of the Planning Systems Department. Work is performed under general supervision by the Planning Systems General Manager.

### **ESSENTIAL FUNCTIONS**

Oversee the development of planning policies and standards for the City.

Oversee the assimilation, organization and communication of planning related information to the organization and the public.

Initiate and manage major and complex planning projects, including the development of scopes of work and budgets, hiring and managing consultants, conducting a wide range of public and special group meetings, coordinating activity involving multiple departments, and providing inspiration and guidance to professional staff conducting planning activities within these projects.

Supervise special staff teams that conduct planning and community relations functions, providing direction, support, management, resources and advocacy.

Serve as a team member in the development of budgets, program goals and values, organizational structure and training for Planning Systems.

Lead Planning Systems in being a creative, adaptive, forward thinking, and resourceful program as well as conduct oneself as a spokesperson for the program and the City, represent the values of the organization and present an example of maturity and experience-based wisdom.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

##### Knowledge of:

Personal computers and planning software

##### Ability to:

Be an effective team member

Initiate and complete major work efforts

Communicate using a wide range of techniques and forums

Be creative, adaptable and willing to accept new challenges and focus on the needs, aspirations and unique traditions of the City of Scottsdale.

#### **Education & Experience**

Any combination of a Bachelor's degree in Planning, Architecture, Geography, Social Sciences, Landscape Architecture or related fields and 8-10 years of progressively responsible experience in a planning, design or social services related professional activity. Must have demonstrated experience in initiating and managing projects involving a multiple of disciplines and functions.

FLSA Status: Exempt

HR Ordinance Status: Unclassified